



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

EXTRA-HELP/RECURRENT APPOINTMENT AGREEMENT

☐ Extra-Help ☐ Recurrent

Must print in Black or Blue ink ONLY

Employee ID	Last Name, First Name	Proposed Hire Date
Position No.	Department	Job Title

You are being appointed to an extra-help or recurrent position under the conditions listed below:

- ◆ Extra-help appointees shall not exceed 2,080 service hours without approval of the Director of Human Resources or designee.
- ◆ Recurrent appointees may work for 80 service hours or less per pay period and are not required to work in 26 consecutive pay periods per year. Employees may not exceed 1,600 service hours (1,872 service hours for Specialized Peace Officer and Specialized Peace Officer Supervisory Units) in a year without the approval of the Director of Human Resources.
- ◆ Returning retirees: a) may not work more than 960 service hours or 120 calendar days per fiscal year, whichever is greater; b) must wait 180 days from their date of retirement from the San Bernardino County Employees' Association (SBCERA) before returning to work for the County except under certain conditions. Refer to the *Returning Retiree* form.
- ◆ Pursuant to Personnel Rule III, Section 2, extra-help or recurrent positions are temporary and in the unclassified service. Continued employment is at the discretion of the appointing authority. The employee does not have Civil Service Commission appeal rights and cannot gain regular status regardless of time served.
- ◆ Appointees shall be compensated on an hourly basis only for hours actually worked.
- ◆ Appointees to extra-help or recurrent positions do not automatically transition into regular positions. In order to be considered for a regular position, the appointee must apply and compete for such positions through the County's formal examination process.
- ◆ You are not eligible for County paid life insurance or to enroll in any voluntary life insurance offered by the County of San Bernardino.
- ◆ You are not eligible for any County benefits such as medical, dental or vision insurance, Dependent Care Assistance Plan (DCAP), Flexible Spending Account (FSA), Flexible Benefit Plan (FBP), Medical Plan Subsidies (MPS), Short Term Disability (STD), County pickup of the employee's share of retirement contribution, or any paid leave time such as vacation, annual, administrative, holiday or sick.
- ◆ You are not eligible to accrue compensatory time; all hours worked shall be paid to you.
- ◆ You are not eligible to participate in the County's retirement system.
- ◆ You will not contribute to Social Security.
- ◆ You shall participate in the County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, unless you are a Retired or Active SBCERA member.
- ◆ You shall be eligible for step advancement in accordance with the applicable Memorandum of Understanding.

I have read and understand the conditions of this appointment above.

Employee Signature		Date
Payroll Specialist (Print & Sign)	Telephone	Date

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